



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231**

NGB-ARH

21 June 2002

**MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO,
THE US VIRGIN ISLANDS, GUAM AND THE COMMANDING GENERAL OF THE
DISTRICT OF COLUMBIA**

**SUBJECT: (All States Log Number P02-021a) Army National Guard (ARNG) Direct
Commissioning Program for Basic Branches**

1. References.

- a. Title 10, United States Code.
- b. Army Regulation (AR) 40-501, Standards of Medical Fitness, 28 Mar 02.
- c. Army Regulation 135-100, Appointment of Commissioned and Warrant Officers of the Army, 1 Sep 94.
- d. Army Regulation 350-41, Training in Units, 19 Mar 93.
- e. Army Regulation 600-9, Army Weight Control Program, 10 Jun 87.
- f. Department Army Message R101700Z, Jun 97, subject: Test Requirements for Officer Accession/Officer Candidate Programs.
- g. National Guard Regulation (NGR) (AR) 604-10, Military Personnel Security Program, 1 Jul 73.
- h. National Guard Regulation 600-100, Commissioned Officer-Federal Recognition and Related Personnel Actions, 15 Apr 94.
- i. Memorandum, DAPE-M, 21 Mar 02, subject: Exception to Policy to Appoint Officers and Warrant Officers with an Interim Security Clearance.

2. This policy memorandum supercedes all previous ARNG policy and All States Log memorandums regarding direct commissioning into the basic branches.

3. This policy provides guidance to the Adjutants General (TAG) on the qualifications an individual must possess in order for National Guard Bureau (NGB) to consider a request for direct appointment into a basic branch. States and Territories may increase

NGB-ARH

SUBJECT: (All States Log Number P02-021a) Army National Guard (ARNG) Direct Commissioning Program for Basic Branches

the minimum requirements stated herein when developing local policies. Applicants will not appear before a Federal Recognition Board (FRB) prior to receiving approval from NGB.

4. The intent of the ARNG direct commissioning program is to offer an alternate commissioning source to exceptionally qualified individuals. The ARNG Direct Commissioning Program is not intended to replace or adversely affect Officer Candidate School (OCS) or other commissioning programs. An individual will not request a direct appointment; rather, an individual must be nominated and selected for consideration by the chain of command. The following factors apply when determining whether an individual should be nominated for a direct appointment or should attend OCS:

a. Individuals whose record exhibits two or more of the following situations should pursue OCS rather than direct appointment:

(1) Lack of documented leadership position (completion of Basic Non-Commissioned Officers Course or higher will substitute).

(2) Army Physical Fitness (APFT) Test scores of 210 or less.

(3) Body fat that is within 2 percent of maximum allowable, in combination with an APFT score of 210 or less.

(4) Non-Commissioned Officer Evaluation Reports that do not provide written comment indicating above average accomplishments or address leadership skills.

(5) Primary military experience in Marines, Navy or Air Force with less than two years served in ARNG unit.

b. Individuals meeting any one or more of the following conditions are not authorized direct appointment:

(1) Individuals currently enrolled in OCS.

(2) Individuals who were disenrolled, dropped, or resigned from OCS. This includes individuals who attended pre-Phase 1 orientation drills, but dropped prior to the official start of Phase 1.

(3) Individuals who drop from OCS with the intention of applying for a direct appointment.

NGB-ARH

SUBJECT: (All States Log Number P02-021a) Army National Guard (ARNG) Direct Commissioning Program for Basic Branches

(4) Individuals meeting any of the conditions stated in NGR (AR) 600-100, paragraph 2-8 (all) and 2-9a, b, and d.

5. Approval Authority. Initial approval authority for all direct commissions is National Guard Bureau Human Resources Policy and Program Division (NGB-ARH). The TAG has authority to deny a request prior to NGB consideration. The FRB has final authority.

6. Requests. Requests must include a completed NGB Form 62E with the allied documentation as stated herein and at Appendix A. Assemble the packet using tabbed dividers. Do not include extraneous documentation unless specifically requested by NGB-ARH-S. At a minimum, the MILPO must sign the cover memorandum requesting the action. "For" signatures will not be accepted. Memorandum must be staffed "THRU" The Adjutant General "FOR" NGB-ARH-S. Packets that do not adhere to the requirements stated herein will be returned for corrective action. Ensure all documentation remains current when resubmitting a request that was returned for correction.

7. Endorsements. The NGB Form 62E must be staffed through the chain of command. All Endorsements must be completed and signed on page 3 (the commanding officers referred to on page 3 are the commanders of the accepting units).

8. Recommendations. At a minimum the individual's current company and battalion commander must provide letters recommending the individual for a direct appointment. The letters must contain objective details outlining the traits, actions, skills, experiences, characteristics, training, and education that deem the individual exceptionally qualified to receive a direct appointment over completion of an OCS program.

9. Minimum Requirements. It is expected that a nominee will have outstanding qualifications that clearly exceed a majority of the minimum requirements stated below:

a. Service Requirement. An applicant must have served a minimum of 24 months Active status in any Federally recognized unit. The applicant must also have served at least 12 months in an Active ARNG unit immediately preceding application.

b. Rank/Prior Training. Applications will possess the minimum grade of E-5; E-4 if a graduate of Primary Leadership Development Course.

c. Age. Minimum age is 22 years. Maximum age for appointment is 30. The TAG may waive up to age 35. Chief, National Guard Bureau may waive up to age 40.

NGB-ARH

SUBJECT: (All States Log Number P02-021a) Army National Guard (ARNG) Direct Commissioning Program for Basic Branches

d. Citizenship. Individual must be a United States citizen.

e. Education. A certified transcript must be included in the packet as proof of the applicant's completion of a baccalaureate degree from an accredited college or university.

f. Test Scores.

(1) The applicant must have an aptitude (GT) score of 110 or higher on the Armed Services Vocational Aptitude Battery.

(2) ACT/SAT test scores are not required.

g. OCS Enrollment History Statement. Individual will sign a certified statement regarding former OCS enrollment and/or attendance (see appendix C).

h. Medical.

(1) All direct commission applicants must pass an AR 40-501, Chapter 2 appointment physical prior to submission of the request for direct appointment. The physical must be administered by a Military Entrance Processing Station or Active Duty Medical Treatment Facility. Females must provide documented evidence that a complete pelvic exam, to include pap smear and results, was completed within one year prior to intended date of appointment.

(2) Chapter 2 physicals are valid for two years, provided there is no significant change in the individual's medical condition. When the physical is more than one year old, individual must complete DA Form 7349R, Initial Medical Review – Annual Medical Certificate. The form must be screened and approved by the State surgeon or appointed medical representative.

(3) An AR 40-501 Chapter 4 complete physical that has been approved by the United States Army Aeromedical Center, Fort Rucker, AL will fulfill Chapter 2 physical requirements.

(4) Original SF 2808, SF 2807-1, DA Form 7349R, and approved waiver(s) are required inclusions in the request packet. Waivers for disqualifying medical conditions must be applied for and approved by NGB-ARS prior to submittal of the request for direct appointment.

NGB-ARH

SUBJECT: (All States Log Number P02-021a) Army National Guard (ARNG) Direct Commissioning Program for Basic Branches

i. Body Height/Weight. Applicants must meet the height/weight standards prescribed in AR 600-9, to include body fat limitations for enrollment and appointment. Certified height and weight statement must be dated within 90 days of application.

j. APFT. Applicants must pass a standard APFT IAW AR 350-41. Certified DA Form 705 must be dated within nine months of application.

k. Security Status. Applicants must have a minimum of a final secret security clearance on file prior to appointment. Headquarters, Department of the Army has authorized officer appointments based on an interim security clearance. All applicants must provide proof that a request for a security clearance investigation has been initiated prior to submittal of request for direct appointment.

l. Vacancy Requirement. Applicant must have a valid position vacancy. Slotting in excess is not authorized. The NGB Form 62E must indicate paragraph, line number, and branch for which the appointment is requested. Vacancy and intended branch must be compatible. Whenever possible, individual should fill a vacancy outside his/her current unit of assignment.

m. Mentor. In keeping with the Director, Army National Guard's policy on mentoring, each direct commission applicant will be assigned a mentor. Mentors must be Officer Basic Course (OBC) qualified and should be assigned outside the chain of command of the individual's new assignment. Mentor assignment will be annotated on a separate memorandum and will include name, rank, unit of assignment, and military education level completed.

10. Rank at Appointment. Individuals will not be direct appointed into the basic branches above the rank of second lieutenant. This includes individuals being appointed from the Warrant Officer ranks.

11. Attendance at OBC. Individuals accepting an initial appointment will not be granted constructive credit for OBC. Individuals will be required to attend an OBC within 12 months of appointment. This includes individuals applying for appointment from the Warrant Officer ranks.

12. Commissioned Service Time. In accordance with reference 1a, individuals applying for initial appointment (through any commissioning source) must be advised that they must complete a minimum of 10 years commissioned service in order to retire at the highest commissioned rank successfully held.

NGB-ARH

SUBJECT: (All States Log Number P02-021a) Army National Guard (ARNG) Direct Commissioning Program for Basic Branches

13. Unauthorized Waivers. Individuals nominated for a direct appointment are not authorized waivers or exceptions to policy for any of the provisions of NGR (AR) 600-100, paragraph 2-8, or subparagraphs 2-9 a, b and d.

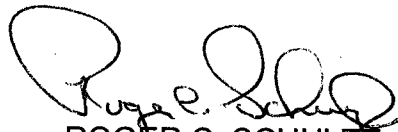
14. Authorized Waivers. All requests for authorized waivers and/or exceptions to policy, regardless of nature, are considered on a case-by-case basis only (see appendix B). Submittal does not constitute approval. Waivers may be provided on an individual basis and do not constitute precedence for all cases.

15. Approvals. Direct appointment requests that are approved must be executed NLT 90 days after the date of NGB's endorsement. Otherwise the approval becomes invalid. Certificates of Eligibility are not authorized for individuals approved for direct appointment. Approvals are valid only for the vacancy and branch listed on the NGB Form 62E.

16. This memorandum will expire in one year, unless rescinded or superceded.

17. Point of contact is Colonel Ross DeBlois, Chief, Personnel Policy and Programs Branch, at DSN 327-5845 or 703-607-5845.

FOR THE CHIEF, NATIONAL GUARD BUREAU:



ROGER C. SCHULTZ
Lieutenant General, GS
Director, Army National Guard

3 Encls

1. Appendix A
2. Appendix B
3. Appendix C

CF:

NGB-IG
NGB-JA
NGB-PL
NGB-ARP
NGB-ARS
Each State IG
Each State POTO
Each State Strength Manager
Each State Education Officer

APPENDIX A

REQUEST FOR DIRECT APPOINTMENT
SUPPORTING DOCUMENTATION REQUIRED

Cover: Memorandum requesting the action. Must be staffed through the TAG and signed by the state MILPO (at a minimum). "For" signatures are not authorized.

TAB A: NGB Form 62E. Must include branch and valid vacancy information. Signatures must appear on all endorsement blocks on page 3. The vacancy and branch the nominee intends to fill must be compatible.

TAB B: Letters of Recommendation. Must include letters from company and battalion commander. Must contain specific and objective details regarding individual's exceptional qualities for direct appointment.

TAB C: Birth certificate and proof of citizenship.

TAB D: Original SF 88 and SF 93. Original DA Form 7349R, if applicable. Approved medical waivers, if applicable.

TAB E: Certified proof of final security clearance.

TAB F: Original certified college transcripts.

TAB G: OCS Enrollment and Attendance Statement.

TAB H: Certified copy of 2-1 file.

TAB I: Non-Commissioned Officer Evaluation Reports (NCOER's) and Academic Evaluation Reports (AER's)

TAB J: Certified DA Form 705, dated within nine months of application to ensure validity through entire Federal recognition process.

TAB K: Certified verification of height/weight, dated within 90 days of application to ensure validity through entire Federal recognition process.

TAB L: Any authorized and approved waivers (less medical waivers).

TAB M: Mentor Assignment.

TAB N: Copies of DD Form(s) 214

NOTE: Any authorized copies must be legible.

APPENDIX B

AUTHORIZED WAIVER/EXCEPTION TO POLICY AUTHORITY

1. Age.

a. The TAG may approve a waiver for appointment up to the age of 35.

b. Beyond the age of 35, exception to policy requests will be considered by NGB-ARH-S. Include the request for exception to policy in the cover memorandum.

2. Medical waivers: NGB-ARS

3. Completion of 20 years Active Federal Service: TAG

4. Previous discharge for dependency or hardship (see NGR (AR) 600-100, paragraph 2-9c for waiver provisions): TAG

5. ROTC graduates: TAG

NOTE: All approved waivers must accompany the packet.

ADDRESSES:

Departments of the Army and Air Force
National Guard Bureau
ATTN: NGB-ARH-S
1411 Jefferson Davis Hwy, Suite 3100
Arlington, VA 22202-3231

DSN: 327-3400

Departments of the Army and Air Force
National Guard Bureau
ATTN: NGB-ARS
111 S. George Mason Drive
Arlington, VA 22204-1382

DSN 327-9531
703-607-9531

APPENDIX C

OCS ENROLLMENT AND ATTENDANCE HISTORY

_____ I have never been enrolled or attended OCS in the past.

_____ I was previous enrolled and/or attended OCSS:

a. Date(s) of attendance: Start _____ End _____

b. I did not complete the course due to (check all that apply and state circumstances):

_____ Cadre request:

_____ Failure to pass FRB:

_____ Honor Code Violation:

_____ Law Violation:

_____ Medical Injury/Illness:

_____ Involuntarily disenrolled:

_____ Did not desire to complete program:

_____ Personal Reasons:

_____ Civilian Employment:

_____ Other:

Individual Signature

date

Authenticator Signature

date